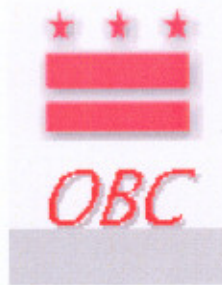


GOVERNMENT OF THE DISTRICT OF COLUMBIA



Boards & Commissions

**CONFIRMATION HEARING
PREPRATION GUIDE**



Anthony A. Williams
Mayor

A MESSAGE FROM THE MAYOR

The District of Columbia has a large number of boards and commissions that offer an excellent opportunity for volunteer services by citizens to citizens of the District.

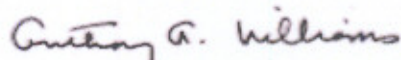
Each board or commission is an integral component of the District government regardless of its size, or relative degree of sophistication and complexity of issues. Some require more time, attention, and energy than others. But each requires a degree of *service, responsibility and integrity*.

There are advisory boards, policy-making boards, and licensing boards. The members of some boards are appointed directly by the Mayor and some require confirmation of the Mayor's appointment by the Council of the District of Columbia. I want to ensure that our citizens who must undergo an official confirmation process before the Council of the District of Columbia. For most, that process may be new experience and it can be intimidating. This guide has been prepared to assist nominees get through the confirmation process and realize approval to serve on a board or commission.

We value the service that each individual provides through service on the boards and commissions of the District government. The influence felt by the work and decisions of the persons who serve is extensive. It is indeed government by the people in the most fundamental way.

We want to ensure that each participant's board service is indeed a positive and rewarding experience that is beneficial to both them and all District residents. Citizen involvement contributes not only to the success of our government, but to our overall quality of life as well.

Sincerely,



Anthony A. Williams
Mayor

GENERAL INFORMATION

APPLICATION

Anyone interested in serving on a board or commission must complete the "*Application for Mayoral Appointment to a Board or Commission.*"¹ A potential candidate may also complete and submit a copy of the application form online. Each applicant's file, or request for appointment, is reviewed as boards and commissions are updated. When the application form is submitted, each applicant must also submit a copy of his or her most recent resume.

APPOINTMENTS WHICH REQUIRE COUNCIL CONFIRMATION

If selected by the Mayor for appointment, the Mayor will then transmit the name, or names of individuals, to the Council of the District of Columbia in the form of a proposed resolution of confirmation. The proposed resolution is then forwarded to the committee of the Council having jurisdiction for that board or commission which may, or may not, decide to schedule and hold a confirmation hearing.

APPOINTMENTS WHICH REQUIRE AFFIRMATIVE CONFIRMATION BY COUNCIL OF NOMINATION

There are certain boards which require affirmative approval by the Council of a nomination. These boards require that the Council take actual steps to confirm a nomination by actual action of the Council. If the nomination is not approved within 90 days of being transmitted to the Council, the nomination will then be deemed disapproved by the Council. These boards include:

Mayoral Nominations to Boards or Commissions Requiring Affirmative Council Approval

*(If Not Approved by Resolution Within 90-Day Review Period, **DEEMED DISAPPROVED.**)
(D.C. Official Code § 1-523.01(e))*

Alcohol Beverage Control Board	Metropolitan Washington Airports Authority Board of Directors
Anacostia Waterfront Corporation Board of Directors	National Capital Revitalization Corporation Board
Board of Commissioners of the DC Housing Authority	Office of Employee Appeals
Board of Elections and Ethics	Public Employees Relations Board
Board of Library Trustees	Public Service Commission
Board of Trustees of the Tobacco Settlement Trust Fund	Rental Housing Commission
Board of Trustees of the University of the District of Columbia	Small and Local Business Development Commission
Board of Zoning Adjustment	Sports Commission Board of Directors
Commission on Human Rights	Taxicab Commission
Contract Appeals Board	Washington Convention Center Board of Directors
Historic Preservation Review Board	Water and Sewer Authority Board of Directors
Housing Finance Agency Board of Directors	Zoning Commission for the District of Columbia

¹ Office of Boards and Commissions (OBC) Form 8.

APPOINTMENTS WHICH PERMIT PASSIVE CONFIRMATION BY COUNCIL OF NOMINATION

Mayoral Nominations to Boards or Commissions Allowing Passive Council Approval

*(If Not Disapproved by Resolution Within 45-Day Review Period, **DEEMED APPROVED**.)*
(D.C. Official Code § 1-523.01(f))

Apprenticeship Council	Board of Medicine	Board of Real Estate Appraisers
Armory Board	Board of Nursing	Board of Real Property Assessments and Appeals
Board of Accountancy	Board of Nursing Home Administration	Board of Respiratory Care
Board of Architecture and Interior Designers	Board of Occupational Therapy	Board of Social Work
Board of Barber and Cosmetology Board	Board of Optometry	Board of Veterinary Examiners
Board of Chiropractic	Board of Pharmacy	Boxing and Wrestling Commission
Board of Dentistry	Board of Physical Therapy	Child Support Guideline Commission
Board of Dietetics and Nutrition	Board of Podiatry	Commission on the Arts and Humanities
Board of Funeral Directors	Board of Professional Counseling	Multistate Tax Commission
Board of Industrial Trades	Board of Professional Engineering	Public Access Corporation Board of Directors
Board of Marriage and Family Therapy	Board of Psychology	Sex Offender Registration Advisory Counsel
Board of Massage Therapy	Board of Real Estate	Statewide Health Coordinating Council

There are certain boards which permit passive approval by the Council of a nomination. If the Council does not take affirmative steps to disapprove these types of nominations then a nomination will be deemed approved by the Council after a period of 45-days review. During periods of Council Recess, there is no counting of the days to meet the 45-day review period requirement. These boards are indicated in the above chart.

BACKGROUND CHECK:

While the background, education, and employment information provided by each applicant is checked and verified by the staff in the Office of Boards and Commissions (OBC), applicants for appointment to some boards and commissions, depending upon the degree of sophistication and complexity of issues that the board confronts, may undergo an extensive background investigation. The background check normally includes an examination of the income tax filing records, complete education background check, employment history check, criminal record check and driving record check, as well as some other aspects of an individual's background. The purpose is not to pry, but to ensure that an applicant's education, employment, and criminal backgrounds are fully verified. This measure prevents any undue embarrassment to the applicant over a fact that he or she may have forgotten, or unintentionally overlooked.

GENERAL REQUIREMENTS FOR BOARD SERVICE

Generally, each appointee to a board or commission in the District of Columbia (District) must be committed to providing public service, be a resident of the District, and be a U.S. citizen. There is

no requirement that an applicant be a registered voter, although some boards do require a mix of partisan party membership. Many boards and commissions may have additional requirements, depending upon the Mayor's Order or District statute establishing the board or commission.

WHAT A TRANSMITTAL INCLUDES?

The transmittal documents includes a letter to the Chairman of the Council signed by the Mayor forwarding the nomination, a resolution confirming the Mayor's appointment (nomination) of the nominee, and a resume or biography of the nominee. A copy of a transmittal is included at *Appendix 1*.

PREPARATION FOR CONFIRMATION HEARING

CONTACT WITH COMMITTEE CHAIRPERSON

Following the transmittal of a nomination, the nomination will be assigned by the Council Chairman to one of the Council committees. The Council committees include:

Committee Of the Whole (COW)

Linda Cropp, Chairperson
All Members

Committee on Consumer and Regulatory Affairs

Jim Graham, Chairperson
Sharon Ambrose
Kwame R. Brown
David A. Catania
Adrian Fenty

Committee on Economic Development

Sharon Ambrose, Chairperson
Jack Evans
Kwame R. Brown
Vincent C. Gray
Vincent B. Orange, Sr.

Committee on Education, Libraries and Recreation

Kathy Patterson, Chairperson
Marion Barry
Vincent C. Gray
Phil Mendelson
Carol Schwartz

Committee on Finance and Revenue

Jack Evans, Chairperson
Sharon Ambrose
Marion Barry
Vincent B. Orange, Sr.
Kathy Patterson

Committee on Government Operations

Vincent B. Orange, Sr., Chairperson
Adrian Fenty
Jim Graham
Phil Mendelson
Carol Schwartz

Committee on Health

David A. Catania, Chairperson
Jack Evans
Jim Graham
Vincent B. Orange, Sr.
Vincent C. Gray

Committee on Human Services

Adrian Fenty, Chairperson
Marion Barry
Vincent C. Gray
Kathy Patterson
Carol Schwartz

Committee on the Judiciary

Phil Mendelson, Chairperson
Sharon Ambrose
Kwame R. Brown
David A. Catania
Kathy Patterson

Committee on Public Works and the Environment

Carol Schwartz, Chairperson
Marion Barry
Kwame R. Brown
Adrian Fenty
Jim Graham

Although not absolutely necessary, a nominee should at least contact the office of the committee chairperson to determine whether the chairperson would like a meeting. If a meeting is requested by the committee chairperson, then the nominee should notify the OBC as well. OBC will work with the nominee to coordinate the meetings.

In instances where opposition is anticipated, it is advisable that the nominee contact the committee chairperson and the other members of the committee as well. Depending on the degree of opposition anticipated, it may also be necessary to visit all of the members of the Council.

NOTIFICATION OF TRANSMITTAL

The nominee will be notified by letter when the transmittal of a nomination has been made.

NOTIFICATION OF CONFIRMATION HEARING

The nominee will be notified of the scheduling of a hearing by the Council committee. Generally, the notification will be by first class mail, by electronic mail, or by telephone. However, the OBC will also follow-up to notify the nominee by e-mail or by telephone to ensure that the nominee has been notified.

ORIENTATION SESSION

If possible, a nominee should obtain an orientation session on the board or commission to which he or she is being appointed from the staff of the board or commission or the staff in the agency affiliated with the board. If it is an independent board, please contact the OBC staff to assist in arranging an orientation session.

RESPONSES TO WRITTEN QUESTIONS

Prior to the hearing, a nominee may be requested to provide written responses to a set of questions that the committee will provide. The response may be due prior to the hearing, or the nominee may be requested to bring the responses with them to the hearing. Although each Council committee may ask different questions, generally the questions will include the following:

1. What is your present home address, in which ward of the District of Columbia do you reside, and how long have you continuously resided in the District of Columbia/
2. Do you own any real property in the District of Columbia, including your primary residence? If yes, please list all holding and investments, including property for which you are part-owner?
3. Are you presently an officer, director, or agent, of any corporation, partnership, or other legal entity located in the District of Columbia, that is conducting business with the District of Columbia government, either for-profit or not-for-profit? If yes, please list all positions held, as well as a brief description of the entity, and any other pertinent details.
4. Are you currently employed by, or do you have a contractual relationship with the District of Columbia or federal governments? If yes, please list the name of the government agency and your position title; and/or the government agency with which you have a contractual relationship including a brief description of the relationship, and any other pertinent details?

5. Are you currently employed by, or do you have a contractual relationship with the District of Columbia or federal governments? If yes, what agency and what is your title? What are the specifics behind the contractual details?
6. Do you, or any member of your immediate family, have any financial interest in any business or enterprise which may directly or indirectly pose a conflict of interest for you in performance of your duties as a member of the __(Name of Board)___? If yes, please provide details.
7. Do you have any outstanding liability for any taxes, fees or other payments to the District, federal or other state or local governments, either contested or uncontested? If so, please document your attempts to pay the amount owed or to resolve the disputed claim.
8. Please indicate past or present experiences that you believe are relevant to support your appointment as a member of the __(Name of Board)___?

REVIEW OF BACKGROUND INFORMATION

Prior to the public hearing, it is advisable that the nominee read, review, or study the organic statute, budget materials, or other printed information that is available. It is very important that a nominee read and review the law or statute that created or established a board. In addition, if the board has a web site, the nominee should review the material that is included on the web site.

STAFF TO BOARDS AND COMMISSIONS

Nominees to boards and commissions do not have to go it alone. Most boards have dedicated employees to perform daily administrative tasks. Nominees should rely on these individuals to provide any background information. In addition, there are a number of District boards that work within an agency or have access to advice from the agency. If a board works within an agency, certain central support services will usually be made available to the board or commission and thus to a nominee. The primary function of the agency staff assigned to the board or commission is to carry out the rules, policies, functions, and programs developed, or as directed, by the board or commission. In addition, the staff members notify board members of pertinent issues and legislative activity. They may also arrange meetings, prepare meeting materials, compile background information, and conduct research. The staff also serves as a liaison with other boards, government agencies, and the general public. The staff can be a valuable resource for boards and commissions, and a good staff member can enhance the productivity and effectiveness of a board or commission.

WHAT SHOULD A NOMINEE WEAR?

A nominee should dress in an appropriate manner that honors the dignity of the District's state legislature, the Council of the District of Columbia. Each nominee should remember as well that he or she is serving as the Mayor's representative. Further, the nominee should know that he or she may be portrayed on Cable Television. Thus, it is recommended that the nominee dress in everyday business attire.

WITNESSES IN SUPPORT OF NOMINATION

A nominee may request that one or more persons to testify, or provide a written statement, in support of the nomination. If no opposition is anticipated, a nominee should ask one (1) to two (2) persons to testify. Generally, these should be individuals who can testify on the qualifications,

character, or expertise of the nominee. It is always helpful if the witnesses represent organizations. In addition, a nominee may also ask that individuals and organizations submit written statements, or letters, for the record in support of the nomination.

If opposition is anticipated, a nominee should ask five (5) to seven (7) persons to testify. Again, these should be individuals who can testify on the qualifications, character, or expertise of the nominee. Likewise, it is helpful if the witnesses represent organizations. A nominee may also ask that individuals and organizations submit written statements, or letters, for the record in support of the nomination. In those instances where opposition is anticipated, the nominee should work closely with the OBC to coordinate strategy for the hearing.

WRITTEN OPENING STATEMENT FOR CONFIRMATION HEARING

Each nominee is expected to prepare a written (typed) statement of two (2) to three (3) pages highlighting their qualifications, experience, background, desire, and interest for serving. It is recommended that the statement extend no longer than three (3) pages. The purpose of the public hearing is to establish or create a legislative record of the nomination. Thus, each nominee must prepare and submit a written statement.

If the nominee needs assistance in drafting the opening written statement, the OBC may assist. In addition, the OBC can provide sample copies of previous opening statements.

Each nominee is expected to bring 20 copies of the written opening statement to the hearing. If a nominee does not have access to a copier, the nominee may request the assistance of OBC in providing the 20 copies that are needed.

DAY OF CONFIRMATION HEARING

ARRIVAL AT HEARING

It is recommended that the nominee arrive early to the hearing to gain a familiarity with the hearing room. An early arrival by fifteen (15) to twenty (20) minutes should be sufficient.

INTRODUCTION TO COMMITTEE CHAIRPERSON

It is also advisable to introduce yourself to the committee chairperson prior to the start of the hearing, if that is possible. It may be helpful to request that any OBC staff who may be on hand to assist you in facilitating the introduction.

CONFIRMATION HEARING

If the Council committee schedules and holds a confirmation hearing, the applicant nominee must attend. On average, the process normally lasts from 30 minutes to 60 minutes. It could last shorter or longer depending on whether special issues arise surrounding the nomination.

During the hearing, the nominee should address the committee chairperson as "Mr. Chairman" or "Madam Chairman." The chairperson will be a member of the Council. Most often, a confirmation hearing will be attended only by the committee chairperson who will also preside and the committee staff. So, do not be surprised if there is only one councilmember there.

Prior to presenting actual testimony, each nominee may be placed under "oath" or "affirmation" by the committee chairperson.

Additionally, a nominee should speak clearly and distinctly. Remember to speak directly into the microphone that is on the witness table. Please make sure that the green light is on when speaking into the microphone.

LOCATION OF HEARING

All confirmation hearings will take place at the John A. Wilson Building. The Wilson Building is located:

1350 Pennsylvania Avenue,
Washington, DC 20004

A confirmation hearing may occur in the Council Chamber which is located in Room 500 of the Wilson Building. If the hearing takes place in the Council Chamber, the hearing may be broadcast live on the District's Cable Television Station, Channel 13. And, if the hearing is being held in Room 412, the hearing may be live or may be taped for a later broadcast on Cable Television. The hearing may also take place in Conference Room 120 or Conference Room 123 which are located on the first floor of the Wilson Building. If the public hearing is being held in Conference Room 120 or Room 123, the hearing will not be taped for later broadcast.

Generally, the committee in its notification letter or e-mail will advise the nominee where the hearing will be held and the time of the hearing.

There are parking lots located in the area of the Wilson Building. However, a nominee should know that public on-street parking around the Wilson Building is non-existent. It is recommended that persons use the METRO or take a taxicab.

OPENING STATEMENT FOR CONFIRMATION HEARING

Each nominee is expected to bring 20 copies of the written opening statement to the hearing. If the nominee does not have access to a copier, the nominee may request the assistance of the OBC is providing the 20 copies that are needed for the committee.

During the hearing, a nominee may elect to read the written statement in its entirety, or may elect to submit the written statement for the record in its entirety and then summarize the statement. Remember that you should thank the Mayor for the nomination and the committee chairperson for holding the hearing and obtaining consideration by the Council of the nomination.

QUESTIONS DURING THE HEARING

Only members of the Council are permitted to ask questions of witnesses at the hearing. Generally, committee or Council staff is not permitted to ask questions of witnesses during a public hearing. While generally councilmembers will ask questions on the background and qualifications of a nominee, the nominee should anticipate question about the nominee's vision or goals for the board or commission or its program.

Sometimes the questions are not limited to the particulars of the board or commission that is the subject of the hearing. A nominee can never be too prepared. It really is better to be over prepared for the hearing.

ORDER OF WITNESSES

The Council committees all operate differently. In some instances the nominee may be the first individual to present testimony through the opening written statement. Or, the committee may have the other witnesses testify first with the nominee following those witnesses.

Hopefully, each nominee will have a smooth sailing at the confirmation hearing. However, in some instances there may be witnesses who testify in opposition to your nomination. In those instances where there is opposition, the nominee should remain at the hearing to listen to the testimony in opposition. In some instances, a nominee may also have an opportunity to respond during the hearing depending on how the committee chairperson conducts a hearing.

FOLLOWING OF CONFIRMATION HEARING

COMMITTEE MEETING

Following the confirmation hearing, the committee will then schedule a meeting during which the nominations is marked-up, or approved, by the committee.

It is recommended that the nominee arrive early to the hearing to gain a familiarity with the hearing room. An early arrival by fifteen (15) to twenty (20) minutes should be sufficient.

COUNCIL APPROVAL

Following approval by the committee, the nomination will then be forwarded to the Council for consideration. The Council will consider the nomination on its CONSENT or NON-CONSENT Agenda. It is better to have a nomination on the CONSENT agenda as it means that the nomination will be approved without debate. If a nomination is on the NON-CONSENT agenda, then it will be debated and an actual vote will occur on the nomination.

Generally, the Council meets in a Legislative Session on the first Tuesday of each month, except during periods of Council Recess. However, the Council may also schedule and hold Additional Legislative Sessions.

FOLLOWING COUNCIL CONFIRMATION HEARING

COUNCIL NOTIFICATION TO THE MAYOR

Following the Council confirmation, the Council must provide an official notification of confirmation to the Mayor. This is reflected by the Council confirmation resolution or a letter signed by the Council Chairman for the deemed approvals.

FINAL MAYOR'S ORDER

Upon receipt of the Council notification, the OBC then prepares for the signature of the Mayor a final Mayor's Order of Appointment to the board.

CERTIFICATE OF APPOINTMENT AND OATH ISSUANCE

Appointees may begin to serve on a board or commission upon the issuance of an official certificate of Mayoral appointment by the Mayor, and being sworn-in by the Mayor or by an official in the Office of Boards and Commissions on behalf of the Mayor. Each appointee must be sworn-in prior to serving on a board.

COMPENSATION

In general, the majority of appointees to boards and commissions do not receive compensation. Some appointees may be reimbursed, in accordance with District administrative policies and procedures, for travel and related expenses during the course of their duties. However, there are several boards and commissions where members are compensated for full-time or part-time service in accordance with their organic statute. These include:

Full-Time Boards or Commissions	NTE² Annual Stipend/Compensation	Hourly/Per Diem Rate	D.C. Official Code Authority
Chair, D.C. Taxicab Commission	DS-16 ³	Highest step	§ 50-305
Contract Appeals Board ⁴	DS-15 ⁵	Highest step	§ 2-309.01
Public Service Commission	DS-16	Highest step	§ 34-801
Rental Housing Commission	DS-15	Highest step	§ 42-3502
Part-Time Boards or Commissions^{6,7}	NTE Annual Stipend/Compensation	Hourly/Per Diem Rate	D.C. Official Code Authority
Alcohol Beverage Control Board	\$ 12,000 per annum	\$25 p/Meeting	§1-611.08 (c)(2)(I)
Board of Zoning Adjustment	\$ 12,000 per annum	\$25 p/Meeting	§ 1-611.08(c)(2)(A)
Board of Real Prop. Assessments & Appeals	None	\$25 p/Meeting	§ 1-611.08(c)(2)(E)

² NTE means not to exceed.

³ Annual salary at DS-16: \$91,437 (Step 1), \$117,879 (Step 10).

⁴ Must be licensed to practice law in the District.

⁵ Annual salary scale: DS-15: \$79,989 (Step 1), \$103, 092 (Step 10).

⁶ Chairpersons who are public members shall be entitled to an additional compensation of 20% above maximum, except that no maximum applies to the chairperson of the Board of Real Property Assessments and Appeals.

⁷ Generally, members of all other boards and commissions are not entitled to reimbursement for expenses, except that transportation, parking, or mileage expenses incurred for performance of official board duties may be reimbursed, not to exceed \$15 per meeting or currently authorized amounts, whichever is less.

Educational Licensure Commission	\$ 4,000 per annum	\$25 p/Meeting	§ 38-1304(f)
Historic Preservation Review Board	\$ 1,800 per annum	\$25 p/Meeting	§ 1-611.08(c)(2)(H)
Office of Employee Appeals	\$ 3,000 per annum	\$25 p/Meeting	§ 1-611.08(c)(2)(B)
Police & Firemen's Retirement & Relief Board	\$ 8,000 per annum	\$25 p/Meeting	§ 1-611.08(c)(2)(C)
Public Employee Relations Boards	\$ 3,000 per annum	\$25 p/Meeting	§ 1-611.08(c)(2)(D)
Taxicab Commission	\$ 1,350 per annum	\$25 p/Meeting	§ 1-11.08(c)(2)(K) ⁸
Zoning Commission	\$ 12,000 per ann.	\$25 p/Meeting	§ 1-611.08(c)(2)(G)
Other Boards	NTE Annual Stipend/Compensation	Hourly/Per Diem Rate	D.C. Official Code Authority
Anacostia Waterfront Corporation Board of Directors	\$10,000	DS-15, step 1	§ 2-1223.05(f)
D.C. Housing Authority	\$ 3,000 (Chair \$5,000)	Quart. Payments	§ 6-211.08(s)
National Capital Revitalization Corporation Board of Directors ⁹	\$10,000	DS-15, highest step	§ 12-1219.03(i)
Retirement Board	\$10,000 (Chair, \$7,500)	DS-15, highest step	§ 1-711(c)(1)
Sports and Entertainment Corp.	\$10,000	DS-15, highest step	§ 3-1404(h)
Tobacco Settlement Board of Trustees	\$ 5,000	DS-15, highest step	§ 1-1811.02
Water & Sewer Authority ¹⁰	\$ 4,000	\$50 p/Meeting	§ 34-2202.04(k)

⁸ Total compensation for all Commission members shall not exceed \$10,800 for all meetings and work sessions.

⁹ Members receive no compensation but may receive reimbursement for official travel and per diem at the noted rates to the maximum.

¹⁰ Board members shall not be entitled to reimbursement for expenses, except that transportation, parking, or mileage expenses incurred in the performance of official duties of the Board may be reimbursed, not to exceed \$20 per meeting.

RESPONSIBILITIES OF A BOARD OR COMMISSION MEMBER

PRIMARY RESPONSIBILITIES OF EACH BOARD OR COMMISSION MEMBER

District board members are in a critical position to shape and influence board decisions and actions, it is important that each member keeps himself or herself informed and up-to-date on issues, legislative activity, and statutes affecting their board or commission. In addition, it is important that each board or commission member always conduct themselves in a manner confidence placed in them by the Mayor through the mayoral appointment and the Council through its confirmation process. Each member shall also adhere faithfully during their tenure the three (3) guiding themes of board service. The guiding themes of board service include:

- **SERVICE.** A boards and commissions member desire to serve their fellow citizens is important and commendable. Members have an obligation to provide guidance and advocacy through their tenure of service, and to be fully prepared to discuss and consider issues before the board or commission.
- **RESPONSIBILITY.** A boards and commissions member has an obligation to fully carryout the requirements of his or her appointment through regular attendance at meetings. A member may forfeit his or her position on a board or commission as a result of poor attendance. Regular attendance is essential so that decisions may more truly represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. If an organic statute does not address the matter, then the bylaws of your board or commission should define attendance requirements.
- **INTEGRITY.** A boards or commissions appointee holds the public's trust, and as such must recognize that the public interest is the top priority. Personal, professional, business, family, or monetary consideration should never interfere with a boards and commissions member's judgment on issues and cases. Each member should approach the work of his or her committee in a fair, open and impartial manner without regard to outside influence or prejudice. Remember, your fellow citizens are depending on you.

CONTACT INFORMATION

- For additional information or assistance, please contact:

**Director
Office of Boards and Commissions
Executive Office of the Mayor
441 4th Street, N.W., Room 530-South
Washington, D.C. 20001**

**(202) 727- 1372
(202) 727- 2359 (Fax)**

- Also contact OBC at <http://www.obc.dc.gov>

APPENDIX 1

COUNCIL OF THE DISTRICT OF COLUMBIA
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Memorandum

To: Members of the Council

From: Phyllis Jones, Secretary to the Council

Date: November 3, 2004

Subject: Referral of Proposed Legislation

Notice is given that the attached proposed legislation was introduced in the Office of the Secretary on November 1, 2004. Copies are available in Room 2, the Legislative Services Division.

TITLE: "Board of Marriage and Family Therapy [REDACTED]
Confirmation Resolution of 2004", PR 15-[REDACTED]

INTRODUCED BY: Chairman Cropp at the request of the Mayor

The Chairman is referring this legislation to the Committee on Human Services.

cc: General Counsel
Legislative Services Division



RECEIVED

2004 NOV -1 PM 2:19

OFFICE OF THE
SECRETARY

ANTHONY A. WILLIAMS
MAYOR

October 29, 2004

The Honorable Linda W. Cropp
Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W., Suite 504
Washington, D.C. 20004

Dear Chairman Cropp:

In accordance with section 217 of the Marriage and Family Therapy Amendment Act of 2003, effective March 10, 2004 (D.C. Law 15-88; D.C. Official Code § 3-1201.02), which established the Board of Marriage and Family Therapy, I am pleased to nominate the following persons for appointment:

[REDACTED]
Washington, D.C. 200
(Ward 8)

[REDACTED]
Washington, D.C. 20003
(Ward 6)

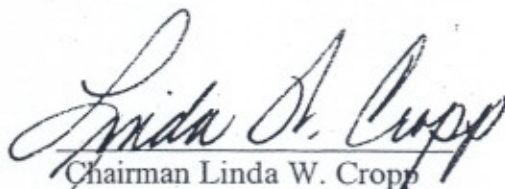
as licensed marriage and family therapist members of the Board, for terms to end 4-years from the date a majority of the first members are sworn-in; and

[REDACTED]
Washington, D.C. 20009-4323
(Ward 2)

[REDACTED]
Washington, D.C. 20016
(Ward 3)

as licensed marriage and family therapist members of the Board, for terms to end 3-years from the date a majority of the first members are sworn-in.

Enclosed you will find biographical information detailing the experience of the above-mentioned nominees, together with proposed resolutions to assist the Council during the confirmation process.



Chairman Linda W. Cropp
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the appointment of Ms. [REDACTED] to the Board of Marriage and Family Therapy.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Board of Marriage and Family Therapy [REDACTED] Confirmation Resolution of 2004".

Sec. 2. The Council of the District of Columbia confirms the appointment of:

[REDACTED] Ph.D.
[REDACTED]
Washington, D.C. 20003
(Ward 6)

as a licensed marriage and family therapist member of the Board of Marriage and Family Therapy, established by section 217 of the Marriage and Family Therapy Amendment Act of 2003, effective March 10, 2004 (D.C. Law 15-88; D.C. Official Code § 3-1201.02), for a term to end 4-years from the date a majority of the first members are sworn-in.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, each to the nominee and to the Office of the Mayor.

[REDACTED] P.H.D., [REDACTED]

EDUCATION

Doctorate	Marriage & Family Therapy	Florida State University
MS	Child Development & Family Relations	East Carolina University
BBA	Management Sciences	University of Georgia

[REDACTED]

SUMMARY

Dr. [REDACTED] is a Ph.D. who is a Licensed Clinical Marriage and Family Therapist (LCMFT) with over five years of clinical experience. She has focused on crisis work, divorce therapy, and relationship/marriage education, as well as treating children, individuals, couples, and families with assorted issues. She has worked in various settings from the courtroom to the classroom and therapy room.

CLINICAL/HUMAN SERVICES EXPERIENCE

9/02 – Present Marriage & Family Therapist in Private Practice

5/00 – 12/00 [REDACTED] -Prince George's County, MD

Family Therapist

- Provided intensive family preservation services to families in crisis. These families were in danger of losing custody of their children to Child Protective Services or the Department of Juvenile Justice.
- Conducted individual and family therapy with my clients in an attempt to help them create the families they wished to have.
- Worked as a liaison between families and community resources to assist them with their specific needs, be they housing, finances, clothing, medical needs, etc.

9/97 – 12/99 [REDACTED]

Marriage and Family Therapist

- Conducted individual, couple, and family therapy with clients of varying needs at the Marriage and Family Therapy clinic dedicated to the doctoral program.
- Participated in the Trauma Practicum, working with trauma victims using specialized techniques such as TFT, VKD, and EMDR.

9/98 – 6/99 [REDACTED]

Family Counselor

- Conducted up to 12 sessions of counseling/therapy with families at this organization serving underprivileged families in crisis.

5/96 – 12/96 [REDACTED]

Resident Advisor

- Managed the shelter in the evenings and overnight two to three days per week.
- Counseled clients, answered crisis calls, screened clients, and conducted intake interviews. Interfaced with the police department and other local agencies on behalf of the clients.

8/95 – 5/96 [REDACTED]

Residence Hall Graduate Coordinator, Cotten Hall

- Supervised Resident Assistants (RA's) in my building.
- Counseled students in need and in crisis. Assisted with the daily operations of the residence hall, population 275 women. Provided assistance with judicial concerns and crises.
- Participated in the Diversity Education Committee that produced the national program, the Tunnel of Oppression, for the first time in East Carolina history.

8/95 - 5/96

Criminal Mediator

- Co-conducted criminal mediations as an out-of-court alternative for dispute settlement. Mediations were performed for charges of Injury to Real/Personal Property, all types of Assaults, etc.
- Worked with judges and DA's, made court announcements, screened potential clients, carried out intake interviews, and determined if potential cases were appropriate for the Center.

10/92 - 7/94

Volunteer Crisis Counselor

- Participated in Buddy program by being paired with AIDS patients and helping them and their families with various needs through the times of their deaths.
- Helped produce AIDS Walk New York, the largest fund-raising event for AIDS patients in the world, for two years.

10/91 - 8/92

Volunteer Crisis Counselor

- Assisted terminally ill patients and their families with various needs, through the deaths of the patients.
- Co-facilitated a bereavement group, called Tiny Hearts, for four to eight year-old children.

Help-Net -

Volunteer Hot-Line Counselor

- Answered student hot-line calls dealing with everything from eating disorders to suicide, from family problems to AIDS and from depression to rape.

TEACHING EXPERIENCE

8/97 - 12/99

Teaching Assistant

- Completed all tasks of teaching, including preparing lectures, teaching, testing, meeting with students, etc. I taught FAD2230 (Marriage and Family Relationships) and HOE3050 (Professionalism and Job Preparation).

5/96 - 8/96

Graduate Teaching Assistant

- Lectured to Dr. Tyson-Rawson's graduate class on gay/lesbian and gender issues. Organized, facilitated, and taught her courses during two-week and one month absence.

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Guest lectured each semester during my master's program for SOC4325, Marriage and Family, on the impact of divorce on children.

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Tutored junior college students in remedial math, college algebra, and pre-calculus.

RESEARCH EXPERIENCE

1/98 - 12/99

Bill Preparation/Project Assistant

- Worked with Senator Rossin and his staff to prepare Senate Bill 1576 (House Bill 1019) by researching various issues related to marriage preparation and preservation under the direction of Dr. [REDACTED] and I also prepared a presentation for the Senate Committee and spoke at a press conference publicizing the Bill.
- The Bill passed and became a state statute - Florida was the first state in the country to give couples a financial incentive to attend premarital education and to research the issue.
- Dr. Hicks and I were charged with evaluating all registered pre-marital courses throughout the state of Florida, compiling the best parts of the programs, and creating minimum standard requirements for future courses. The project plans the eventual creation of a standardized course for the state.
- We researched those getting married and divorced to ascertain factors associated with happy marriages that may be taught pre-maritally.

8/98 – 12/98

Research Assistant

- Conducted research under the direction of Dr. Tom Cornille for the Dads Actively Developing Stable families (DADS) Project.
- The DADS Project is a parenting education course for fathers who are prisoners. The trainers (Larry Harlow, Ph.D. and Art Cleveland, M.S.) traveled to three county prisons to teach prisoners fathering skills.
- Tasks included: researching and helping select and revise the pre- and post- instruments (for determining the effectiveness of the training), developing interview questions (for qualitative analysis of the course), traveling to the prisons to observe training, and administering the pre- and post- instruments.

6/98 – 8/98

Research Assistant

- Assisted with research by conducting focus groups, interviewing participants, and entering data.

9/96 – 5/97

Graduate Research Assistant

- Assisted with qualitative research, including interviewing, coding, inter-rater reliability, etc.

5/96 – 8/97

Graduate Research Assistant

- Assisted with qualitative research (coded and entered data).

BUSINESS/DEVELOPMENT EXPERIENCE

1/00 – 7/02

Product Development Specialist

- Developed new products for this association of over 22,000 marriage and family therapists.
- Helped produce the association's annual conference.

8/93 – 7/94

Desk-top Publisher

- Worked on design, test and implementation of new international computer systems using WordPerfect, Lotus 123 and Freelance, CA-SuperProject, Micrografx Draw! and ABC FlowCharter and HP New Wave.
- Trained other personnel on software listed above.

8/92 – 8/93

Business/Operations Manager

- Coordinated daily operations for this International Importer and Wholesaler of West African products. Duties included: managing international customer base, maintaining personnel workload and payment, controlling inventory levels, ordering from suppliers, and supervising employees.
- Handled short-range objectives like: reporting and analysis of orders, accounts payable and receivable, researching new suppliers and organizing and overseeing the five annual Gift and Boutique shows at which we exhibited.
- Planned long-range goals, as in: selecting new product lines, upgrading telephone systems and helping decide on the direction of the business.
- Automated the business using Manufacturers Automated Clerk, Quicken, WordPerfect and Lotus 123.

12/90 – 6/92

Systems Analyst

- Analyzed/Programmed user requirements for an IBM problem, change and configuration management database. Taught user community the system and upgrades.

- Worked on proposal for NASA which, once won, generated \$50 million for the company in the following five years.

5/89 - 8/90

[REDACTED]
Programmer

- Created new and upgraded existing programs in ForTran on DEC MiniVaxs. Trained all users on new and upgraded programs.

SPECIAL TRAINING

- EMDR -Received 32 hours of training and a certificate for Eye Movement Desensitization and Reprocessing, a counseling technique for dealing with trauma survivors.
- Mediation -Received 20 hours of general Mediation training in November, 1995.
- Acquired an additional 24 hours of training in Family Mediation in Maryland in August, 1996.
- Hospice of the South Shore -24 hours of training over four weeks on dealing with the terminally ill and their families, reflective listening, AIDS and cancer, the stages of bereavement, etc.
- GMHC -24 hours of training on the progression of AIDS, death and dying, dealing with public agencies, the Buddy program, etc.
- Help-Net -trained for 10 weeks (approximately 25 hours) on suicide, eating disorders, reflective listening, AIDS and sexually transmitted diseases, depression, rape, etc.

CONFERENCE PRESENTATIONS

- 1999- Presented all-day workshop on Premarital Education at the Florida Association for Marriage and Family Therapy.
- 1999- Presented a workshop on Florida's Premarital Education at the National Commission on Family Relations 1999
- Data from the DADS Project was presented at the 1999 FAMFT Conference.

REFERENCES

[REDACTED] [REDACTED] [REDACTED]